

NOTICE

ALL BCI RECORDS ARE CONFIDENTIAL LAW-ENFORCEMENT DOCUMENTS.

THESE RECORDS CAN BE RELEASED AS FOLLOWS:

BY MAIL

1. A SIGNED AND NOTARIZED RELEASE FOR INFORMATION
2. COPY OF PHOTO IDENTIFICATION ATTACHED TO RELEASE; EXAMPLES OF ACCEPTABLE IDENTIFICATIONS:
 - a. STATE ISSUED DRIVER'S LICENSE
 - b. STATE ISSUED IDENTIFICATION CARD
 - c. PASSPORT
3. CERTIFICATION OF FINGERPRINTS TAKEN BY OTHER AGENCY WITH APPLICANT FINGERPRINT CARD (FBI FD258)
4. CHECK OR MONEY ORDER IN THE AMOUNT OF \$35.00 FOR THE NATIONAL BACKGROUND CHECK (Checks payable to **BCI**)

**** For nurses and security guard employees, a state BCI is also required. Please include a check in the amount of \$40.00 (instead of \$35.00). This will include a state and national check.****